

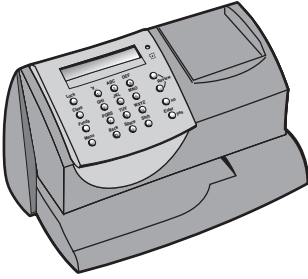


Quick Install Guide

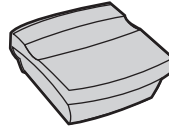
US English Version

Contents

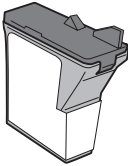
mailstation 2™



Scale



**Ink Cartridge
Reorder #797-M**



**Sample Pack of
Tape Sheets**

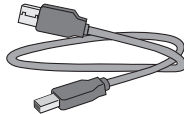


Reorder #612-9

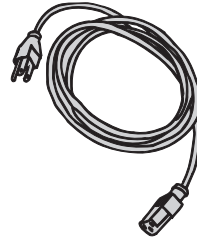
Phone Cord



USB Cord



Power Cord



Installation CD



Quick Install Guide



System Requirements:

Windows 2000 or Windows XP, Vista - latest Service Packs

1.2 GHz processor

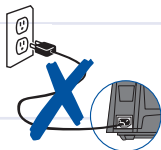
512 Mb RAM

Set-up: Using PC

NOTE: THE METER IS SHIPPED WITHOUT POSTAGE.

You transfer funds to the meter as part of the setup process

1 mailstation 2™ CD Installation

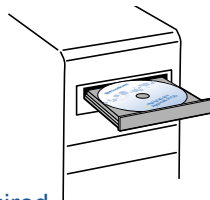


Please do not apply power to your mailstation 2™ until instructed to.

If your PC has an Internet connection:

Place the **mailstation 2™ CD** into the CD ROM drive.

Follow the instructions on your computer.



NOTE: Administrative privileges may be required before you can install the software on your system.

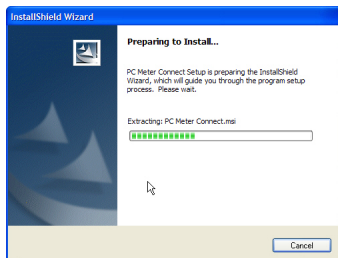
If you do not have a PC with an internet connection

Turn to *Set-up for Analog Phone Line Use* on page 11.

If you cannot use the installation CD:

Download the software from:
<http://support.pb.com/K7M0>

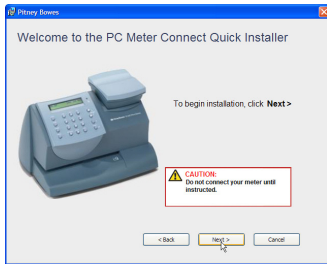
2 Preparing your computer



First the **mailstation 2™ Quick Install Software** checks your system for two things:

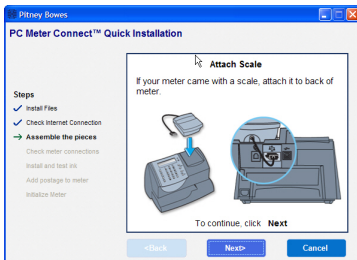
- Does it meet the minimum requirements
- Does it have the software components needed to run PC Meter Connect™. The Quick Install Software will then add any missing components. This process may take several minutes to complete.

3 Follow the instructions presented on your computer screen



Next, the *mailstation 2™ Quick Install Software* will guide you through the installation. Respond to the prompt on each screen, then click **Next**.

4 Install optional scale



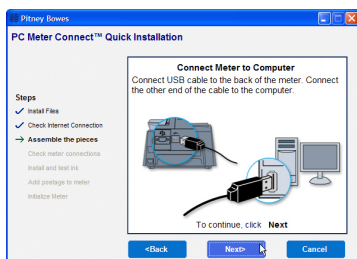
Position the scale on top of the meter as shown.

Connect the scale cable to the scale connector on the back of the *mailstation 2™* at the scale icon.

Tighten the screws to ensure a secure connection.

If you want to place the scale in a different location, an optional four-foot scale cable (#978-6) can be purchased by contacting Pitney Bowes.

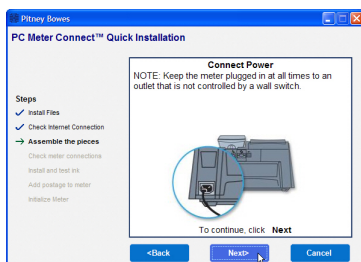
5 Connect the Meter to the Computer



Connect the USB cable to the back of the meter.
Connect the other end of the cable to the PC.

NOTE: For printing postage, the *mailstation 2™* does not have to be connected to a computer. However, if you add funds frequently, we recommend you keep it connected.

6 Connect Power



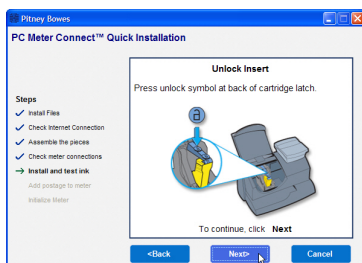
Plug the power cord into the unit as shown and into a convenient outlet that is **not controlled by a switch or power strip**.

There is no On/Off switch on your meter.

The meter takes a few moments to start up. Then the computer tells you when it can communicate with the meter.

7 Install Ink Cartridge

- A** 1. Click **Next** on the screen to begin installing the ink cartridge.

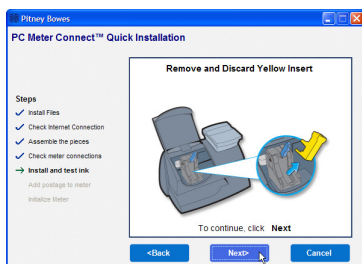


2. Lift the cover.

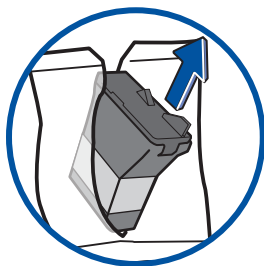
Note: If the cartridge is not visible, close the cover, and on the postage meter press the **Enter** key.

3. Press unlock symbol  to open ink cartridge latch.

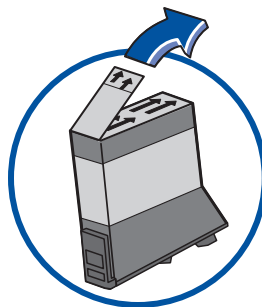
4. Remove and discard the yellow insert.



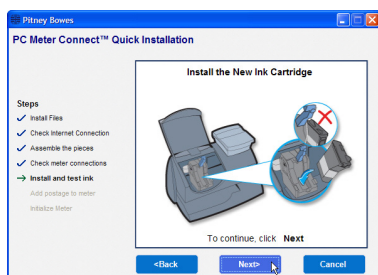
7 Install Ink Cartridge



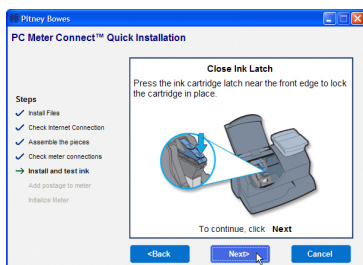
B Remove new cartridge from plastic bag.



C Remove silver foil strip from bottom of ink cartridge.

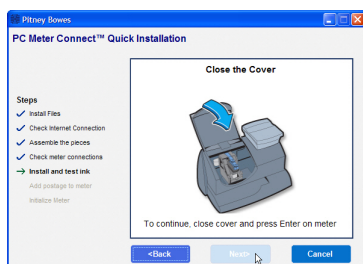


D Install new cartridge into machine.

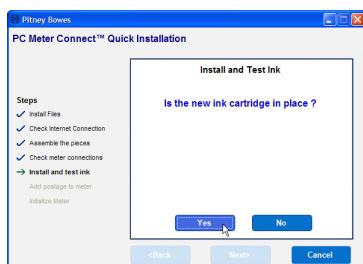


E Press the front edge of the ink latch to lock the cartridge in place.

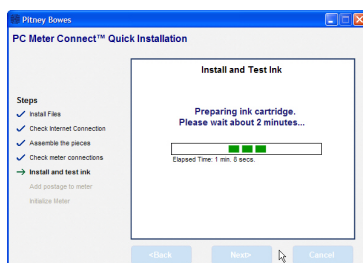
7 Install Ink Cartridge (continued)



F To continue, close the cover and on the meter press **Enter**.

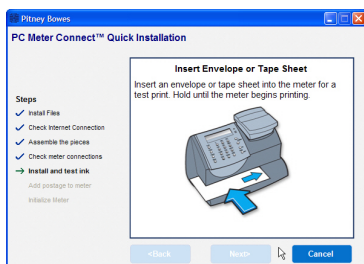


G If the new ink cartridge is in place, click **Yes**.



H Ink preparation takes about 2 minutes to complete.

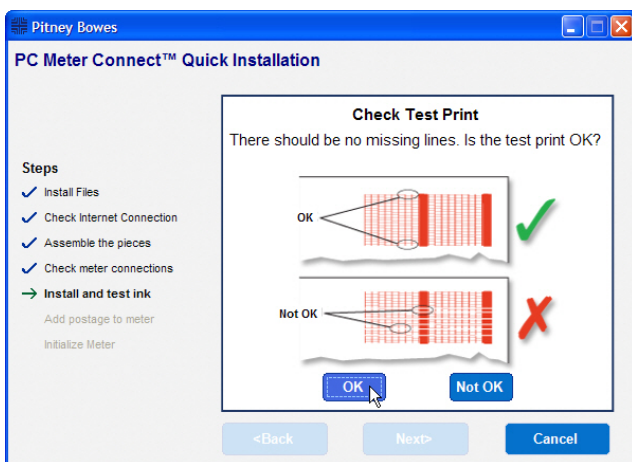
8 Create a Test print



⚠ ATTENTION

To print correctly, insert tape or envelope against the rear and side walls. The system will detect the envelope and automatically begin printing.

When prompted, insert a spare envelope or a tape sheet for a test print.

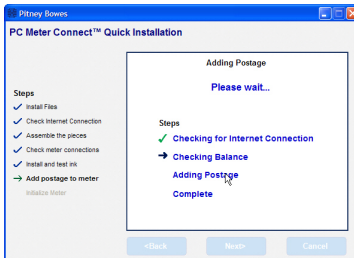


If the test print is poor, click **Not OK** to perform additional printer maintenance and print another test image.

If the test print is good, click **OK**.

9

Connect to Pitney Bowes Data Center



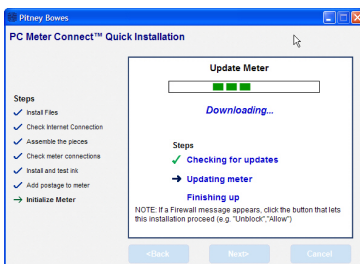
Your postage meter does not come with pre-loaded postage.

The *mailstation 2™* will connect to the Pitney Bowes Data Center to automatically download a basic amount of postage to your meter.

You may then print a receipt for the postage that is downloaded.

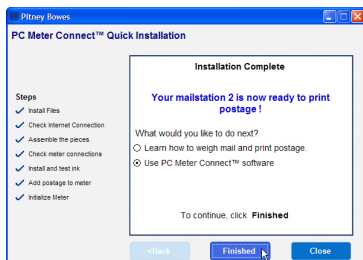
10

Updating Your Software



After loading postage into your system, the *mailstation 2™* may automatically download any relevant updates plus whatever features you may have ordered.

11 Congratulations! Your *mailstation 2™* is Operational



Your system is now ready to use. You have the option to:

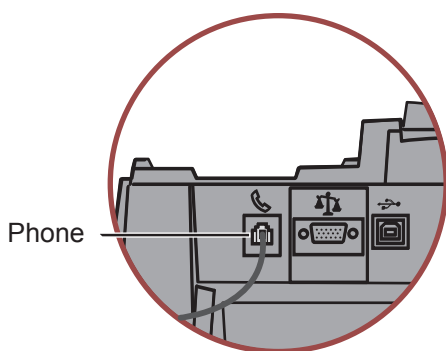
- See a demonstration of how to weigh and print postage
- Use the *mailstation 2™*
- Exit the software and use your meter to print postage.

Also use the Quick Reference Guide that comes with your *mailstation 2™* for How To's on:

- Printing Postage
- Locking the *mailstation 2™*
- Replacing Ink Cartridge
- Using Ads / Messages
- Changing the Display Contrast
- And More

Set-up Using an Analog Phone Line

1 Connect Phone Cord



ATTENTION

Some commercial phone systems use digital lines that may damage the *mailstation 2™*. Like the *mailstation 2™*, most fax machines, credit card readers and modems also require analog lines. The *mailstation 2™* can share a line with these devices. When in doubt, ask the person responsible for your phone systems.

Connect the phone cord to the *mailstation 2™* and the other end to an analog phone line.

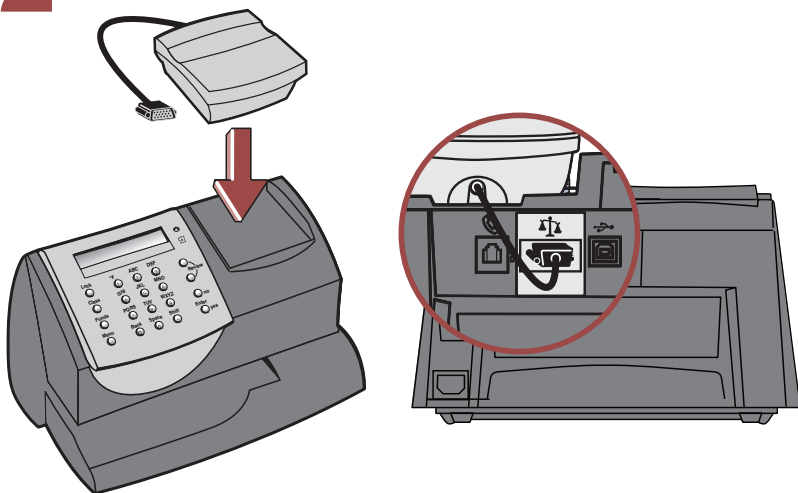
The following are usually analog lines:

- Fax lines
- Lines used by modems or credit card readers
- Residential phone lines

If you are using a DSL line you should use a DSL filter obtained from your DSL provider.

NOTE: For printing postage, the *mailstation 2™* does not have to be connected to a phone line. However, if you add funds frequently, we recommend you keep it connected to an analog phone line.

2 Install optional scale



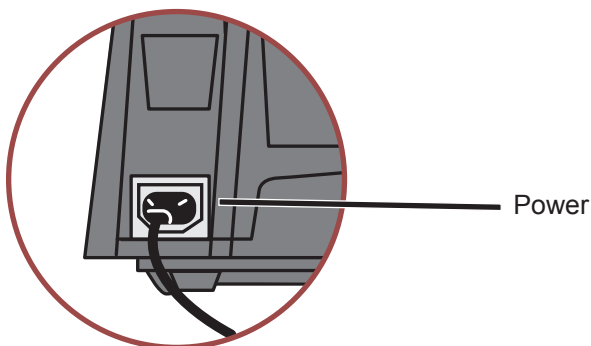
Position the scale on top of the meter as shown.

Connect the scale cable to the scale connector on the back of the *mailstation 2™* at the scale icon.

Tighten the screws to ensure a secure connection.

If you want to place the scale in a different location, an optional four-foot scale cable (#978-6) can be purchased by contacting Pitney Bowes.

3 Connect Power



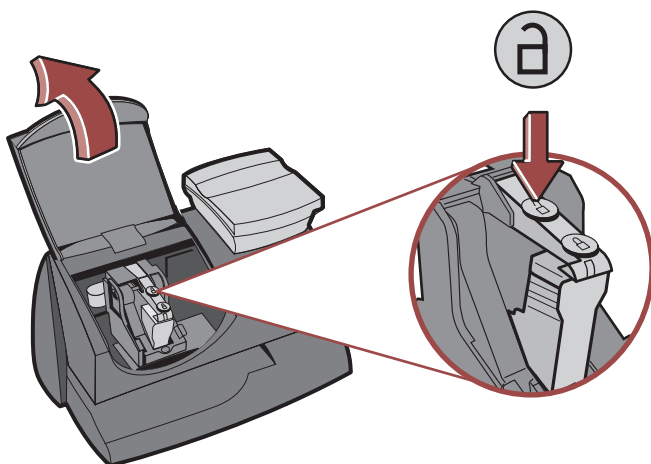
Plug the power cord into the unit as shown and into a convenient outlet that is **not controlled by a switch or power strip**.

There is no on/off switch on your meter.

4 Install Ink Cartridge


Add ink cartridge.
Continue - Press Enter.

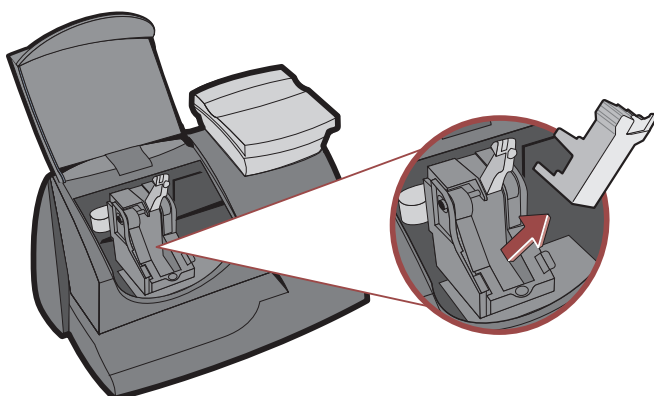
- A** 1. Press the **Enter** key on the control panel.



2. Lift the cover.

NOTE: If the carriage is not visible close the cover and press **Enter**.

3. Press unlock symbol  to open cartridge cover.

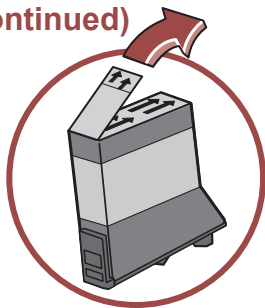


4. Remove and discard the yellow insert.

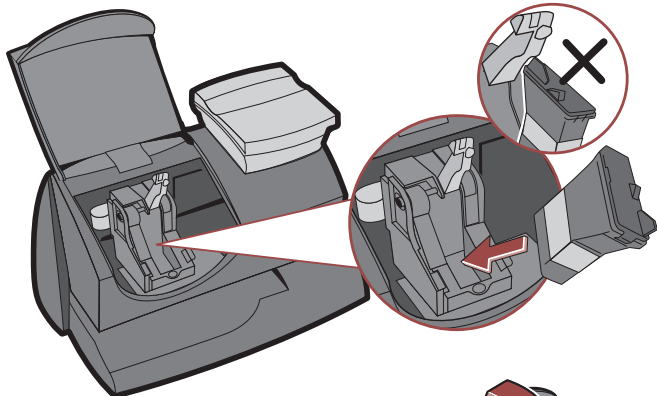
4 Install Ink Cartridge (continued)



B Remove new cartridge from plastic bag.



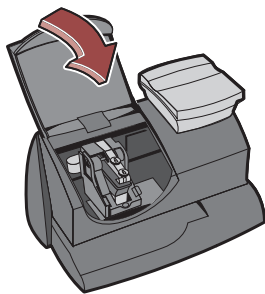
C Remove silver foil strip from bottom of ink cartridge.



D Install new cartridge into machine.



E Press ink cartridge cover near the front edge to lock the cartridge in place.

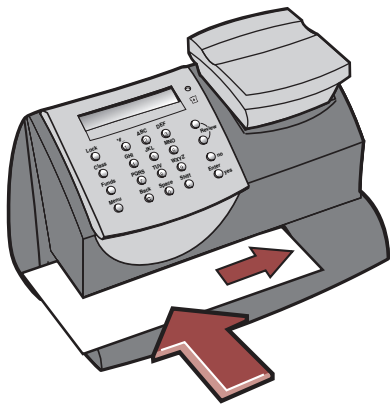


F Close Cover. Press **Enter**.

IMPORTANT - Is Ink
Cartridge installed?

G Press **Enter**. Please wait about 2 minutes.

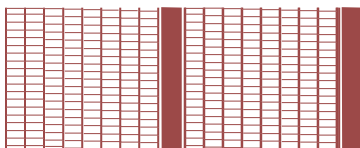
5 Create a Test Print



ATTENTION

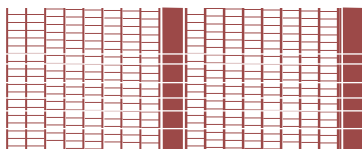
To print correctly, insert tape or envelope against the rear and side walls. The system will detect the envelope and automatically begin printing.

When prompted, insert a spare envelope or a tape sheet for a test print.



NOTE: The test print will appear in red ink.

Good test print - no missing inside lines



Poor test print - missing inside lines

If the test print is poor, press **no** to perform additional printer maintenance and print another test image.

If the test print is good, press **yes**.

6 Connect to Pitney Bowes Data Center

Your postage meter does not come with pre-loaded postage. Any postage that may be included in your order is on your account. You must connect to the Pitney Bowes Data Center to download postage from your account to the meter.

- If the connection is successful the system will download a preset amount automatically
- If the connection is not successful, you will be asked if your phone needs a prefix to get an outside line (for example if you have to dial 9).
 - Press **yes** to enter a prefix.
 - Press the number(s) you use to reach an outside line.
 - Press decimal for a pause.
 - Press **yes** to set this dialing prefix.

If you are using the same analog line as the fax machine, check if the fax requires a dialing prefix.

7 Updating Your Software

After loading postage into your system, the *mailstation 2™* will automatically download any relevant updates plus whatever features you may have ordered.

You will see the screen displaying the status of the update.

\$0.44	0 lb 0.0 oz
First Class	MAY 19

8 Congratulations! **Your *mailstation 2™* is Operational**

Your system is now ready to use. To enter postage, see Quick Reference Guide or type in postage amount.

Also use the Quick Reference Guide under your *mailstation 2™* for How To's on:

- Printing Postage
- Locking the *mailstation 2™*
- Replacing Ink Cartridge
- Using Ads / Messages
- Changing the Display Contrast
- And More

Troubleshooting

No Dial Tone-

Check that you are using an analog line such as

- a) most fax machine lines
- b) lines used by computer modem or credit card reader
- c) residential phone lines

Check that you have entered a dialing prefix if your phone system needs a code to reach an outside line.

If you are using a DSL line you should use a DSL filter obtained from your DSL provider.

Cannot Reach Data Center-

Check that you have entered a dialing prefix if your phone system needs a code to reach an outside line.

Not Enough Funds-

You have tried to add more postage to the meter than you have in your account at Pitney Bowes.

To Change information entered during setup -

- Press Clear key on numeric keypad.
- When prompted to Quit press **yes**.
- At “Change communication settings?” press **yes**.
- Press the down arrow key until you see the item you want to modify.
- Press **Enter** to modify information.
- To return to installing your *mailstation 2™*, press the up or down arrow until “Continue Installation?”
- Press **yes**

For additional Troubleshooting please see user guide

Contact List

If You Need Assistance

- Product Name: *mailstation 2™*
- For Setup or Getting Started questions, call **1-877-817-2463**
- For product support, go to:
<http://support.pb.com/K7M0>
- To order Pitney Bowes supplies and accessories, call
1-800-243-7824 or go to: ***www.pb.com*** and click on Online Store.
- For other questions, call **1(800) 522-0020**. Customer Service Representatives are available Monday through Friday, 8:00 AM - 8:00 PM ET.



Engineering the flow of communication™

1 Elmcroft Road
Stamford, Connecticut 06926-0700
www.pitneybowes.com

For Service or Supplies

Support Web Site: <http://support.pb.com/K7M0>

Customer Support: 1(877) 817-2463

Product Customer Support: 1-800-522-0020

Product Name: *mailstation 2™*

Model Number: K7M0

AW20307 Rev E 8/10

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